



**SOUTH
FRONTENAC**

South Frontenac is a welcoming and
thriving rural community

Township of South Frontenac Job Description

Title: Treasury Clerk
Department: Treasury Department
Reports to: Deputy Treasurer

Summary:

This position performs administrative and accounting duties and provides excellent customer service as the primary point of contact in the Treasury Department for areas such as taxation and utilities. The Treasury Clerk supports the daily financial operations of the municipality by processing payments, preparing reports, maintaining accurate financial and assessment roll records and assisting with billing, taxation, account reconciliation and annual audits. The role operates in a dynamic, public-facing environment that involves frequent interruptions, shifting priorities, and regular interaction with residents at the front counter and over the phone. The incumbent must be able to move efficiently between tasks while maintaining accuracy, professionalism, and strong customer service. In performing these functions, the incumbent develops and maintains a strong working knowledge of municipal operations and the role of other levels of government and agencies, ensuring all activities comply with municipal policies and regulations so that the public is given factual information or referred to the appropriate source in a courteous and timely manner.

Duties & Responsibilities:

- Receives and records payments including tax revenues, other revenues and maintenance/processing of pre-authorized payment plans
- Maintains system of collection for tax arrears prior to tax sale
- Maintains files for mortgage companies and special tax accounts for billing purposes
- Responds to or initiates correspondence and telephone inquiries to provide or obtain information on tax and utility accounts as required
- Maintains and updates tax master files in financial system and property tax files
- Assists and prepares documents in the preparation and maintenance of special schedules/reports as required.
- Processes and maintains accounts receivable ledger transactions for all departments

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including preparation of invoices and follow up.

- Assists with the regular follow-up of all delinquent accounts including reminder notices, telephone and mail contacts in order to ensure that proper collection procedures are maintained
- Assists in audit preparation and compiles schedules and backup for internal and external audits.
- Responsible for the maintenance and accuracy of assessment roll fields including customer records, mailing address, special charges, solid waste tag distribution, licensing and process assessment roll audits including mailing address, property codes and roll additions and deletions.
- Processes general ledger and subledger reconciliations including bank reconciliations.
- Processes and maintains utility records including invoicing and customer records.
- Provides regular and ongoing support to the front reception desk, including daily front counter service and incoming main line calls.
- Ability to work in a fast-paced, public-facing environment with frequent interruptions and shifting priorities, and the ability to move efficiently between tasks while maintaining accuracy and strong customer service.
- Performs any other related duties assigned by her/his supervisor (The number of employees in the Treasury office is relatively small. As a result employees are expected to assist each other and provide reception/front counter coverage as required, including during peak periods, absences, and daily operational needs.)
- Works in compliance with the provisions of the Occupational Health and Safety Act and Regulations

Supervision:

- Works under the general supervision of the Deputy Treasurer

Qualifications:

- Two (2) year post-secondary diploma in business administration or related discipline or equivalent combination of education and experience
- At least one year of relevant experience preferably in a government/institutional setting
- Must possess or be willing to successfully complete the Municipal Tax Administration Program (online) within two (2) years of starting employment as a Treasury Clerk (program tuition to be paid by employer)
- Keyboard efficiency and capacity to operate or quickly learn relevant computer software
- Effective command of all office procedures
- Direct experience in a municipal setting and/or a similar organization concentrating on dealing with the public.
- Working knowledge of legislation, regulations, policies and procedures that impact municipal government operations.
- Demonstrated ability to be a team player with an ability to establish effective working relationships with other employees and the general public.

Other:

- This is a full time position in accordance with the Collective Agreement
- Compensation and benefits are in accordance with the Collective Agreement
- Probationary period – 6 months of active employment

Approved:



Louise Fragnito
Chief Administrative Officer

Date Approved: April 2, 2026